

## Instructions for Completing School Immunization Data Reports

Forms are posted at the link below:

<https://app.azdhs.gov/IDR/Forms/NewSchoolImmunizationForm.aspx>

1. Choose a grade level (kindergarten, 6<sup>th</sup> or 10<sup>th</sup> grade) for your report. Vaccine specific questions will not appear until a grade level is selected.
2. Use the “tab” key and the mouse to progress through the form. Do **not** use the “enter” key.
3. Public and Charter schools must enter the CTDS number for the school. CTDS numbers are listed on the Arizona Department of Education website, [www.ade.state.az.us](http://www.ade.state.az.us).
4. Private schools must enter the school’s phone number in the space for the CTDS number.
5. The address entered should be the mailing address for the school.
6. For each vaccine type, the form will subtract the number of students who meet the requirement from the number of students enrolled. The number of students who do NOT meet the requirement will be filled in for you. Please do not attempt to change it.
7. If you are unable to complete the form, you may select the “Save” button and return later to complete your report by using the “Search” function and entering the CTDS number (or phone number for a private school) to locate and complete the report.
8. After all areas of the form have been completed, select “Submit.” Once the form has been submitted, you may not edit it. Upon submitting the form, the top portion of the completed form will remain on the screen and the lower portion will disappear. If your school has more than one of the targeted grade levels (kdg, 6<sup>th</sup> or 10<sup>th</sup>) you may select another grade level and complete the report for that grade.
9. The forms will use the number of students who have received the specified vaccine doses to determine the percent fully immunized. The number of exemptions and factors such as student age and years between vaccine doses will be used to determine the percent of compliance.
10. To confirm that your form has been submitted, you may use the “Search” button, enter your CTDS number (or phone number for private schools only) and search for your school.

If you are unable to complete the report without further assistance, please e-mail your questions to [Cherlynette.Teller@azdhs.gov](mailto:Cherlynette.Teller@azdhs.gov) or [Jennifer.Ralston-King@azdhs.gov](mailto:Jennifer.Ralston-King@azdhs.gov). Thank you.